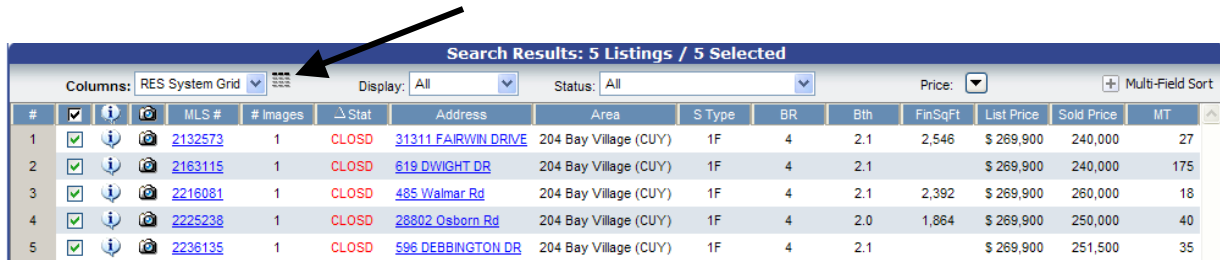


TEMPO

Tip Sheet: Creating a Custom Grid (Report)

You can create and save one or more customized one-line report views. These views are referred to as "Column Grids," and can be used to provide customized one-line printouts as well.

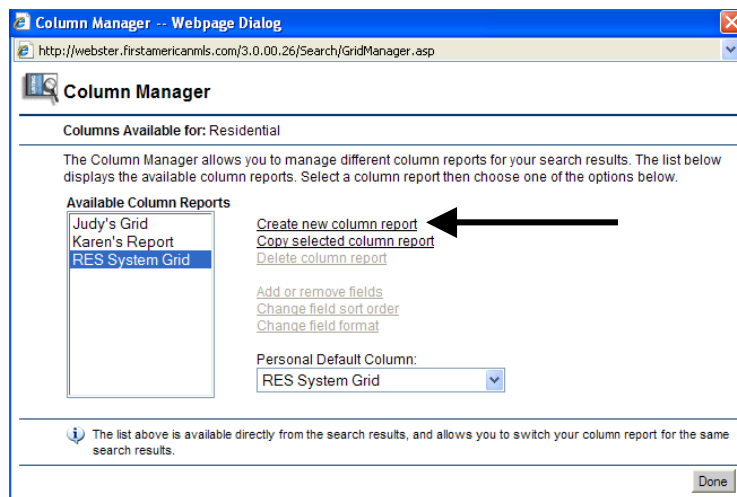
1. From within the standard Residential System Grid (one-line report) view, click the **Column Manager** button.



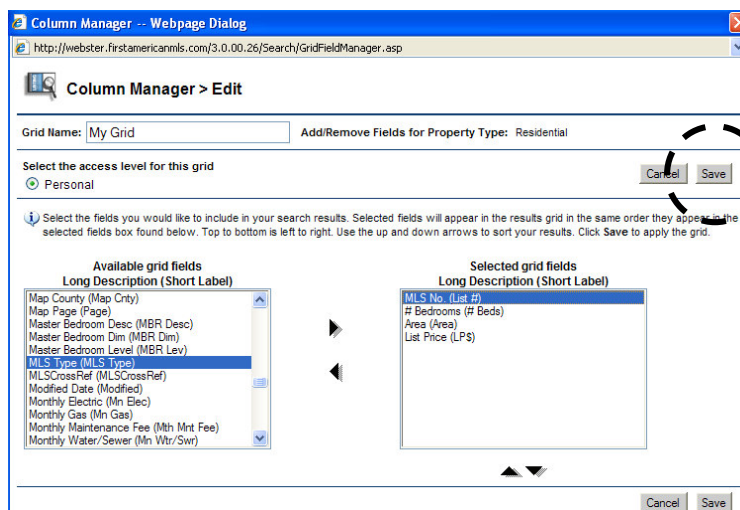
Search Results: 5 Listings / 5 Selected

| # | Check | Info | Images | MLS # | # Images | Stat | Address | Area | S Type | BR | Bth | FinSqFt | List Price | Sold Price | MT |
|---|-------------------------------------|------|--------|-------------------------|----------|--------|-------------------------------------|-----------------------|--------|----|-----|---------|------------|------------|-----|
| 1 | <input checked="" type="checkbox"/> | | | 2132572 | 1 | CLOSED | 31311 FAIRWIN DRIVE | 204 Bay Village (CUY) | 1F | 4 | 2.1 | 2,546 | \$ 269,900 | 240,000 | 27 |
| 2 | <input checked="" type="checkbox"/> | | | 2163115 | 1 | CLOSED | 619 DWIGHT DR | 204 Bay Village (CUY) | 1F | 4 | 2.1 | | \$ 269,900 | 240,000 | 175 |
| 3 | <input checked="" type="checkbox"/> | | | 2216081 | 1 | CLOSED | 485 Walmar Rd | 204 Bay Village (CUY) | 1F | 4 | 2.1 | 2,392 | \$ 269,900 | 260,000 | 18 |
| 4 | <input checked="" type="checkbox"/> | | | 2225238 | 1 | CLOSED | 28802 Osborn Rd | 204 Bay Village (CUY) | 1F | 4 | 2.0 | 1,864 | \$ 269,900 | 250,000 | 40 |
| 5 | <input checked="" type="checkbox"/> | | | 2236135 | 1 | CLOSED | 596 DEBBINGTON DR | 204 Bay Village (CUY) | 1F | 4 | 2.1 | | \$ 269,900 | 251,500 | 35 |

2. A Column Manager window will appear. Click the **Create new column report** link.

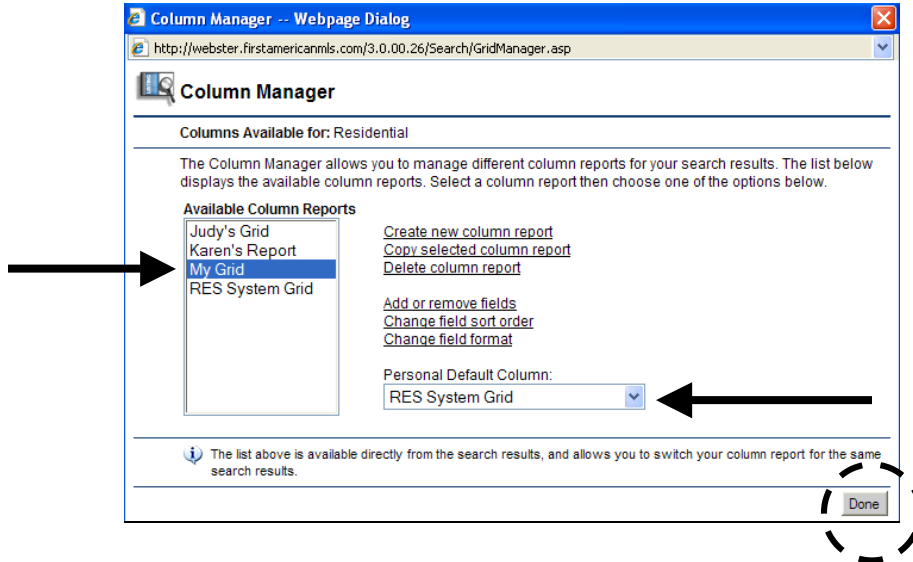


3. An Edit window will appear. Type a Grid Name, select the desired fields, then click the **Save** button.



Tip Sheet: Creating a Custom Grid (Report)

4. You will be returned to the Column Manager window. You will see your newly created grid in the *Available Column Reports* list. [Note: To set a grid as the default view, select it in the **Personal Default Column drop down list.**] Click the **Done** button. The one line report will reappear using the fields you selected for your custom grid.



[Note: Unless you set your custom column grid as your default view, you will need to select it from the **Columns** drop-down list whenever you want to make use of it.]

Search Results: 5 Listings / 5 Selected

Columns: RES System Grid Display: All Status: All Price: Multi-Field Sort

| # | ✓ | i | Columns | Images | Stat | Address | Area | S Type | BR | Bth | FinSqFt | List Price | Sold Price | MT |
|---|---|---|--|--------|--------|---------------------|-----------------------|--------|----|-----|---------|------------|------------|-----|
| 1 | ✓ | i | Judy's Grid Karen's Report My Grid Test RES System Grid | 1 | CLOSED | 31311 FAIRWIN DRIVE | 204 Bay Village (CUY) | 1F | 4 | 2.1 | 2,546 | \$ 269,900 | 240,000 | 27 |
| 2 | ✓ | i | | 1 | CLOSED | 619 DWIGHT DR | 204 Bay Village (CUY) | 1F | 4 | 2.1 | | \$ 269,900 | 240,000 | 175 |
| 3 | ✓ | i | | 1 | CLOSED | 485 Walmar Rd | 204 Bay Village (CUY) | 1F | 4 | 2.1 | 2,392 | \$ 269,900 | 260,000 | 18 |
| 4 | ✓ | i | | 1 | CLOSED | 28802 Osborn Rd | 204 Bay Village (CUY) | 1F | 4 | 2.0 | 1,864 | \$ 269,900 | 250,000 | 40 |
| 5 | ✓ | i | | 1 | CLOSED | 596 DEBBINGTON DR | 204 Bay Village (CUY) | 1F | 4 | 2.1 | | \$ 269,900 | 251,500 | 35 |